

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

<h1 style="margin:0;">FSIS NOTICE</h1>	38-06	7/11/06
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ANTI-HARASSMENT POLICY STATEMENT

FSIS has a firm commitment to deliver program services in work environments that are respectful and harassment-free for its employees and customers. Harassment is a concern for everyone and we share a responsibility to maintain a harassment-free workplace. Supervisors and employees must create and maintain a work environment where everyone treats one another professionally and with respect. This policy strictly prohibits the use or abuse of official authority or position to intimidate, coerce or harass.

Harassment is a form of discrimination which may be based on a prohibited basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. It is any objectionable verbal or physical conduct, comment, or display which demeans, disparages, aggravates, intimidates, or causes humiliation or embarrassment to another person. It is conduct which serves no legitimate work purpose, and is a reasonably known unwelcome offense. Harassment may:

- Create an intimidating, hostile or offensive work environment.
- Cause unreasonable interference with an individual's work performance.
- Otherwise affect an individual's employment opportunities.

Harassing conduct includes:

CONDUCT	OFFENSIVE ACTIONS MAY INCLUDE, BUT ARE NOT LIMITED TO:
Physical	Actual or threatened assault including hitting, tripping, kicking, punching or unwanted touching; malicious or insulting gestures.
Verbal	Unwelcome remarks, jokes, innuendos or taunts causing offense or embarrassment; name calling, swearing, bullying, expressing or insinuating threats, incessant teasing, wolf whistling, or spreading rumors.

DISTRIBUTION: All Employees	NOTICE EXPIRES: July 1, 2007	OPI: OM - Civil Rights Division LERD - Employee Relations Branch
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Psychological	Shunning or ostracizing, stalking, staring; gesturing; preventing someone from joining in an activity; hiding, damaging or taking another's property; displaying objectionable materials, graffiti, or pictures.
Intimidation	Use of physical or organizational power to coerce a person to perform a particular action, or to instill a feeling of humiliation or intimidation.

Refer to the following FSIS issuances for policy or guidance:

- Notice on Sexual Harassment Policy Statement
- Notice on Workplace Violence Policy Statement
- Directive 4735.4, Reporting Assault, Harassment, Interference, Intimidation, or Threat.

This notice does not limit the supervisor's right to manage effectively in the workplace. For example, nondiscriminatory assignment of work, operational reviews, performance reviews, coaching, and disciplinary measures a supervisor takes for valid reasons does not constitute harassment in the workplace. However, these actions must remain respectful.

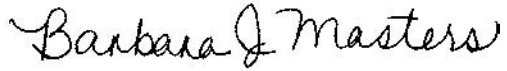
All employees have a personal responsibility to create and maintain a work place that is free from harassment by refraining from discriminatory or harassing behavior. Supervisors must take appropriate preventive or corrective action and stop harassment. They must protect all employees' rights and support employees during conflict resolution.

FSIS has a zero tolerance policy on reprisal directed against any individual who complains about harassment or who participates in an investigation. FSIS takes all allegations seriously, investigates objectively, and if substantiated, uses appropriate corrective action.

Employees should immediately address and resolve incidents of harassment at the lowest possible level. Employees experiencing harassment should document such incidents, and where practical, make their objections immediately known to the harasser or appropriate supervisory or management official. If you witness incident(s) of harassment, you should bring the incident(s) to the attention of an appropriate official.

If an informal attempt at resolution fails or is impractical, an employee may seek relief from harassment based on one or more of the prohibited bases cited above by contacting an EEO Counselor within 45 days of the alleged incident(s). Report all other allegations of harassment to your supervisor or to the Workplace Violence Prevention and Response Branch at 1-(888)-894-6217.

Remember, everyone has a right to work in a harassment free environment. I am committed to ensuring that every employee and customer is treated professionally, equitably, and with dignity and respect.

A handwritten signature in black ink that reads "Barbara J. Masters". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Administrator